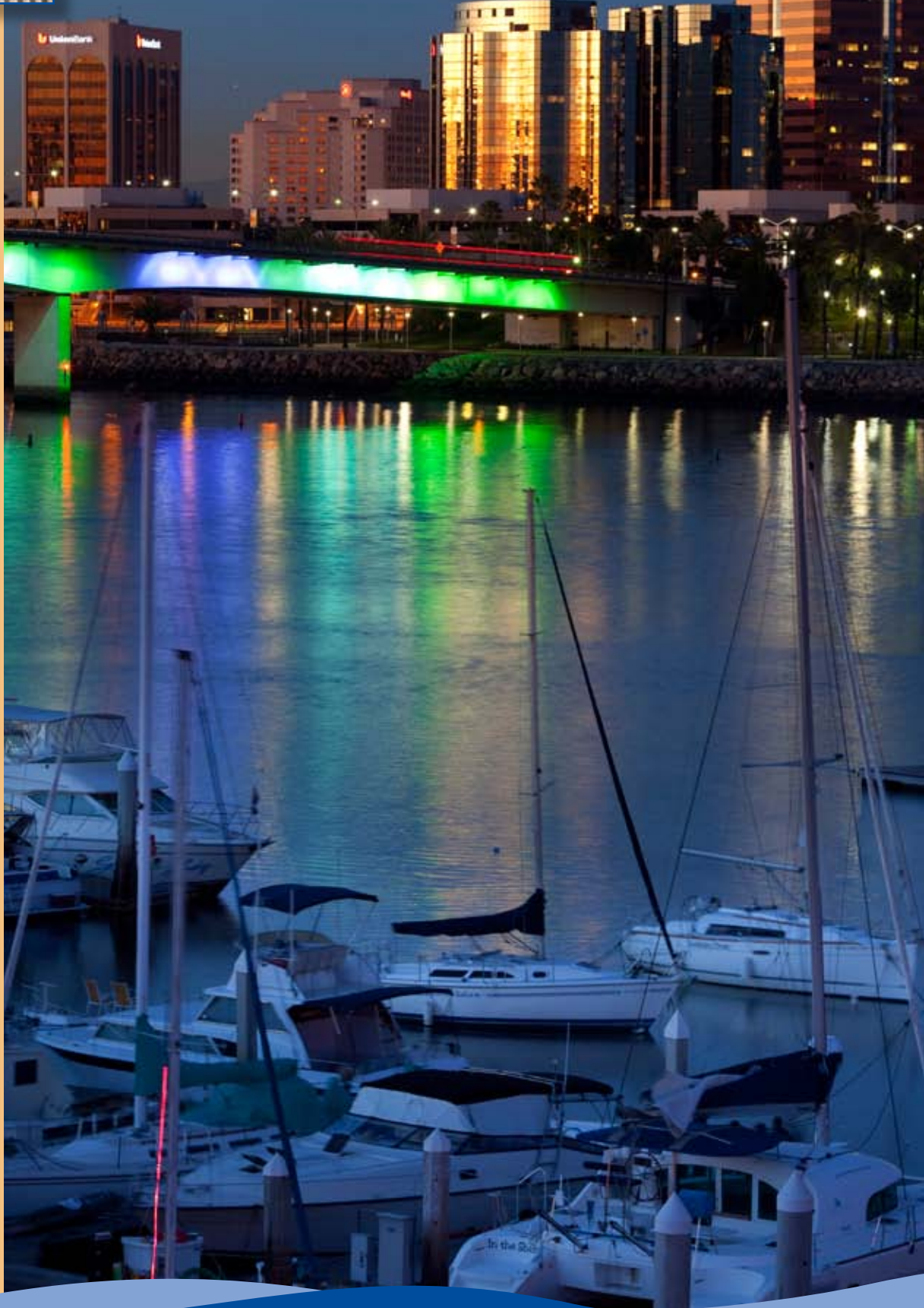




# Deputy Director of Development Services

CITY OF LONG BEACH, CALIFORNIA



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EXECUTIVE SEARCH

## THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven smaller communities within a large city.

Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year.

The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White,

13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities.

A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## THE GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission.

In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine employee associations.

## THE DEPARTMENT

The Department of Development Services includes the Bureaus of Building & Safety, Neighborhood

Services (including the Code Enforcement division), Housing & Community Improvement, Planning, and Administrative & Financial Services. The overall goal of this department is to build a dynamic, safe, and sustainable city that honors its past and embraces the future.

Under the direction of the Director of Development Services, the Deputy Director currently manages the Building & Safety and Neighborhood Services Bureaus, including the Code Enforcement division, as well as two Boards and Commissions. The Building & Safety Bureau has a staff of 57 within the Engineering/Plan Check, Inspections, and Permit Center divisions. The Neighborhood Services Bureau has a staff of 76 within the Code Enforcement, Neighborhood Improvement, and Neighborhood Relations divisions. The Deputy Director oversees the Board of Examiners, Appeals and Condemnations (BEAC), and the Human Relations Commission (HRC). Oversight of other Boards or Commissions may also be assigned.

These Bureaus are responsible for the protection of life, safety, and property values through the enforcement of building regulations; resolving building issues through technical analysis and negotiations; and, ensuring the achievement of public policy objectives as directed by City Council. The services provided by these Bureaus include plan check, permitting, new construction inspection, code enforcement of existing structures, and the Proactive Rental Housing Inspection Program. They also provide community development services through the neighborhood improvement program and Neighborhood Resource Center, assure



compliance with the City's adopted Language Access Policy, and implement the City's violence prevention program, Safe Long Beach. The City is an active recipient of several State and Federal grants focused on reducing violence in neighborhoods, and these activities require close coordination with the Police Department, City Prosecutor, and other agencies.

To learn more about the City of Long Beach and Long Beach Development Services, please visit [www.longbeach.gov](http://www.longbeach.gov) or [www.lbds.info](http://www.lbds.info).

## THE POSITION

The Deputy Director is an at-will position that represents the Department of Development Services as the second in command on a variety of topics, as well as serving as the direct manager for the above mentioned Bureaus. The Deputy Director attends City Council meetings and briefings on a regular basis, and makes presentations to various community and business groups on behalf of the Department.

The ideal candidate is a sophisticated community development executive who has demonstrated leadership, communication and interpersonal skills. In addition, the candidate should have a proven track record of establishing strong relationships with elected officials and other executive managers. The successful candidate will possess broad experience in all areas of community development, including neighborhood services, and to a lesser extent, planning, affordable housing, and economic development. The successful candidate will also possess proven management and leadership skills to direct and guide a talented staff in identifying opportunities for efficiencies in processes and procedures

and ensuring thorough, timely, consistent, and equitable practices throughout the development process, thereby enhancing customer service.

While broad knowledge and skills covering all areas of community development are assumed, the ideal candidate has been described as:

- An ethical leader.
- Possessing excellent oral communication skills.
- A strategic thinker.
- Exhibiting a team approach to encourage cooperation and cohesion within the Department and the City.
- Firm, but fair manager. Sets expectations, able to delegate and ensure accountability.
- Fair and impartial decision maker. Able to listen to all sides of an issue, make a decision, and set the course.
- Able to cultivate strong working relationships and collaboration with Department Bureaus and other City departments, including Public Works, Health Department, and Long Beach Gas & Oil.
- Politically sensitive and astute.
- Possesses high-level project management skills.
- Skilled in succession planning and staff development.
- Promotes the delivery of a high level of customer service.
- Active and willing leadership in the community.

The Deputy Director will join a collegial and professional staff within a fast-paced, dynamic environment. This position presents an outstanding

opportunity to be involved in a variety of upcoming projects, issues, and opportunities. As Long Beach experiences increased development growth, the Department of Development Services works to ensure that all aspects of the development process, including collaboration with other departments, flows smoothly. The City of Long Beach anticipates breaking ground in 2016 on the construction of a new City Hall, Port of Long Beach administrative headquarters, a new Main Library and a rehabilitated Lincoln Park to replace its current civic center facilities built in 1971. In addition, the City recently permitted approximately 1,000 new residential units in the Downtown area, which are expected to break ground in 2016-2017. The Department of Development Services is in the process of implementing an electronic plan check process to improve efficiency within its Permit Center. It also recently implemented a revamped rental housing proactive inspection program (PHRIP), and is heavily invested in the implementation of a citywide violence prevention plan, Safe Long Beach. The potential consolidation of neighborhood services and affordable housing activities is also under consideration and would be managed by the Deputy Director. As such, a broad background in community development is key.

Candidates must possess a minimum of five to seven years of increasingly responsible municipal management experience, including supervising

professional-level staff. The ideal candidate brings experience in an agency of comparable size and complexity. Candidates must possess a background in community development, neighborhood services, affordable housing, planning & building, and/or code enforcement. A Bachelor's degree in public administration, business administration, urban planning or a closely related field is required; a Master's degree is preferred. American Institute of Certified Planners (AICP) certification is preferred, but not required, as is familiarity with the Coastal Act.

THE COMPENSATION

Appointment will be made depending upon the qualifications of the selected candidate. In addition, the city offers an attractive and comprehensive benefit package, including:

RETIREMENT – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.

VACATION – 12 days (96 hours) after one year of service; 15 days (120 hours) after four years, six months of service; 20 days (160 hours) after 19 years, six months of service.

EXECUTIVE LEAVE – Forty (40) hours per year.

SICK LEAVE – One day (8 hours) earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

HOLIDAYS – Nine designated holidays per year, plus four floating personal holidays (8 hours per holiday).

Monthly Transportation Allowance.

HEALTH INSURANCE – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents.

FLEXIBLE SPENDING ACCOUNTS (FSA) – Available for health and dependent care expenses.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.



SEARCH SCHEDULE

- Resume filing deadline .....March 21, 2016
- Preliminary Interviews..... March 28-31, 2016
- Recommendation of Candidates ..... April 4, 2016
- Finalist Panel Interview Process ..... April 13, 2016

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

DENTAL INSURANCE – Two dental plans are available for employees and dependents.

LIFE INSURANCE – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.

DISABILITY – City-paid short-term and long-term disability insurance.

MANAGEMENT PHYSICAL – Annual City-paid physical examination.

DEFERRED COMPENSATION – Available through ICMA Retirement Corporation.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney  
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process. The selected candidate will be subject to a comprehensive background check, including reference checks.



www.peckhamandmckenney.com